## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. Cit2t
Page 1 of 2

Agency		1	
Cecil	County	Gover	nment

## Division/Unit Facilities Management

ltem No.	Description	Retention		
	Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.			
	Each agency will use all or some of the following records which are governed by the indicated retention period:			
1	FIRE INSPECTION REPORTS  A. Fire Alarm Annual Inspection Reports  B. Fire Suppression System Annual Inspection Reports  C. Fire Extinguisher Annual Inspection Reports	Retain hard copy for five (5) years then destroy.		
2	BUILDING CONSTRUCTION DOCUMENTS  A. American Institute of Architects (AIA) Contracts/Documents  B. Building Specifications C. Building Drawings	Retain hard copy until after project is completed, then transfer to Archives for permanent preservation.		
3	OPERATION CERTIFICATES  A. Elevator Certificates  B. Boiler Certificates	Retain hard copy for one (1) year then destroy.		
	pproved by Department, Agency, Schedule Authorized by S	tate Archivist		
Date Signature	Date 7 Max Ch			
Typed Name	e <u>Scott Mesneak</u> Signature <b>Lflux</b>	el c/ genfu		
Title <u>IT 8</u>	& Records Retention Director			

DGS 550-1

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1121

Page 2 of 2

Agency Cecil County Government

Division/Unit Facilities Management

100			
Item No.		Description	Retention
4	SAFI	ETY AND SECURITY	
	A.	Asbestos testing documents	Maintain hard copy permanently and transfer to archives annually.
	В.	Material Safety Data Sheets	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
	C.	Security Event Log	Retain hard copy for twenty (20) years then destroy.
	D.	Emails Used to Track Equipment Problems	Retain electronic files until County has disposed of equipment then destroy.
DCC EE			

DGS 550-1A

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency Facilities Management  DEFINITION - RECORD SERIES: A group of relative series Title American Institute of Architects (AIA) Contration of the series Description (Briefly describe the types of Information/d) These documents record contracts and score	octs/Documents	EMENT DIVISION ad, P.O. Box 275 land 20794 1930 d used as a unit for			
7. Record Series Format(s) List all	B. Record Series Sequence 9. Volume				
■ Letter Size o'Microfilm  □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk	B. Record Series Sequence     Alphabetical     Numerical     Chronological		Diffile Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Number  Other (specify)		
□ Bound Book □ Video Tape □ Other (specify)	□ Geographical  ■ Other (specify)  Keyword Lookup		10. Annual Accumulation    File Drawer(s)    Microfilm Reel(s)    Computer Tape(s)    Number    Other (specify)		
11. File is Used □ Daily □ Weekly. □ Monthly ■ Annua	illy	12. File Becomes in indefinitely  Number	active After    Month(s)   Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  Facilities Management Office		14. Is Record Series D	uplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  □ Yes		-16, Audit Requireme	ents I State ■ Federal .□ Independent		
17. Is an Index System used? If yes, explain briefly and describe red	Retain h		Retention I copy until after project is completed, er to Archives for permanent n.		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Numbe	· ·	21. Date 9/10/2010		

DGS 550-4 (Rev. 1/83)

Instructions –Type or Print a separate form for	DEPARTMENT OF	CENERAL SERV	ICES:	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA			·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box 27	′5	PAGE 1 OF 1		
	Jessup, Ma	ryland 20794				
1	410-7	99-1930				
1. Department/Agency	2. Division			3. Unit		
Facilities Management						
				l l		
DEFINITION - RECORD SERIES: A group of rela	ted records normally filed a	and used as a uni	t for refere	nce as well as retention and disposition purposes.		
4. Record Series Title				ear/Latest Year		
Asbestos testing documents			1990	n 2009		
i				1990 <sub>to</sub> 2009		
Record Series Description (Briefly describe the types of information/do	ocuments/forms found in the series. In	clode thé purpose or fund	ction of the serie	201		
To document results of Tests for asbestos of				,		
7. Record Series Format(s) List all	8. Record Series S	~~~~	9. Volume			
T. The College Control of the College	or record Series Q	equence.	a. Vuidine	File Drawer(s)		
1						
				Microfilm Reel(s)		
■ Letter Sizė □ Microfilm	☐ Álphabeticai			□ Computer Tape(s)		
□ Legal Size □ Computer Tape	□ Numerical		Number	□ Computer Lape(s)		
				Other (specify)		
□ Audio Tape □ Floppy Disk	<ul> <li>Chronologic</li> </ul>	al				
D Bound Book D Video Tape.	.D Geographica	.a	10. 4			
D DOUND BOOK D VIGEO 1 April	.u Geographica	31	10. Annuai A	Accumulation    File Drawer(s)		
□ Other (specify)	■ Other (speci	fy)	l	L THE DISTRICTS		
	Keywor	d Lookup		a Microfilm Reel(s)		
	1,	u comap	ĺ			
			Number	Computer Tape(s)		
	1		Nulliaci	Other (specify)		
11. File is Used	<u> </u>	12, File-Become	- 1			
II. File is oseu		1	s Inactive After			
□ Daily □ Weekly. □ Monthly ■Annua	ily	Indefinitely Definitely Definitely Definitely				
		Number				
				ļ		
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)		
Facilities Management Office		D Yes		Νσ		
		LJ 763	-	ixa		
!						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	quirements			
□ Yes ■ No		■ None □ State □ Federal □ Independent		□ Federal □ Independent		
		■ INDIC	U State	U Ревеза — С тосроявет		
17. Is an Index System used? If yes, explain briefly and describe red	ulrements	18. Recommend	led Retention			
	and participation of the parti	1		· · · · · · · · · · · · · · · · · · ·		
□ Yes ■ No				py permanently and transfer to		
		archives a	annually	y.		
		i				
·						
		Ш.				
19. Name and Title of Preparer	20. Telephone Nur	nber.	21. Date			
Scott Mesneak	410-9	96-5205		9/10/2010		
IT & Records Retention Director	410.00	30-0200	ł	0/10/2010		
			1			

Instructions -Type or Print a	separate form for DEF	PARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY
each new or revised record se	!	RECORDS MANAGEMENT D			
with Records Retention Sche	dule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			PAGE 1 OF 1
		Jessup, Maryland 20794			
Department/Agency	2. Division		9-1930		3, Unit
Facilities Management					
DESINITION DECORD SEE	ITS. A				
Record Series Title	IES. A group of related record	s normally filed a	no useo as a uni		nce as well as retention and disposition purposes. ear/Latest Year
Boiler Certificates				2009	9 <sub>_to</sub> _2010_
6. Record Series Description (Briefly descri	ha the hone of information this summer to the	n found in this ocides. Les	huda tha ni sha an in Guna	alan afilha abad	
To ensure the proper opera	· · · · · · · · · · · · · · · · · · ·	s tourid at the series. The	iade (us barbass or iauc	tion or the sene	es.j.
	i ! !				
	1 1 :				
	i				
7. Record Series Format(s) List all		B. Record Series Se	quence.	9: Volume	- 51 5
					□ File.Drawer(s).
■ Letter Size ☐ Microfilm		□ Àlphabetical			Microfilm Reel(s)
□ Legal Size □ Computer Tape		□ Numerical		Number	□ Computer Tape(s)
				11011207	Other (specify)
□ Audio Tape □ Floppy Disk		□ Chronological			
🛘 Bound Book 🗘 Video Tape	1	ti Geographical		10. Annual A	ccumulation  □ File Drawer(s)
Other (specify)		■ Other (specify)			·
		Keyword Lookup			□ Miciolikn Reel(s)
				Number	্ Computer Tape(s)
					☐ Other (specify)
11. File is Used	1		12. File Become:	s Inactive After	
□ Daily: □ Weekly.	☐ Monthly, ■ Anniqually		1	o· N	∕lonth(s) 👜 Yéar(s)
			Number		
13. Current Location(s) (Bldg., Floor, F Facilities Management Offi	i		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)
, domes management on			□ Yes		No
45 4 4 5 4 4 4 4 5 4 4 4 4 4 4 4 4 4 4					
15. Access Restrictions (If Yes, cite La	w(s) & Regulation(s)		16. Audit Require	éments	
☐ Yes ■	No		□ None	State	□ Federal · □ Independent
17. Is an index System used? If yes, ex	plain briefly and describe requirements		19. Recommended Retention		
□ .Yes ■ No			Retain ha	rd copy	for one (1) year then destroy.
	!				
	4 1 1				
19. Name and Title of Preparer	:	20. Telephone Numl		21. Date	0/40/2046
	lesneak etention Director	410-99	6-5205		9/10/2010

4. Record Series Title Building Drawings (.pd	rd series. Forward chedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 1 0F 1  3. Unit  nce as well as retention and disposition purposes. ar/Latest Year to	
	components of county build	lings:		g: Valume	, , , , , , , , , , , , , , , , , , ,	
■ Letter Size	r Tape	B. Record Series Sequence.  Alphabetical  Numerical  Chronological  Geographical  Other (specify)  Keyword Lookup		D File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Number  Other (specify)  10. Annual Accumulation D File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Number  Other (specify)		
11. File is Used  Daily Weekly.  13. Current Location(s) (Blog., Facilities Management	□ Monthly, □ Annually loor, Room) Office		Indefinite Number	s Duplicated Els	ionth(s)	
15. Access Restrictions (If Yes, of Yes)  17. Is an Index System used? If Yes	■ No  ves, explain briefly and describe requirements	S	18. Audit Requirements  D None D State D Federal D Independent  18. Recommended Retention  Retain hard copy until after project is completed, then transfer to Archives for permanent preservation.			
1	ott Mesneak s Retention Director	20: Telephone Numl 410-99		21. Date	9/10/2010	

Instructio	ns -Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY
i	or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Reco	ords Retention Schedule (DGS 550-1)	7:	7275 Waterloo Road, P.O. Box 275			PAGE OF1
			Jessup, Mar	=		
1. Departmen	nt/Agency	·2. Division	410-79	9-1930		3. Unit
Facilities	Management					
DECIMIT	ON DECORD OFFICE A	<u> </u>		<del> </del>		
4. Record Ser		ea recoras	normally filed at	nd used as a uni		nce as well as retention and disposition purposes. earlatest Year
Building	Specifications			•	1990	o_ <sub>to</sub> _2009_
S Data d Cal	In Considering (Poletic describe the constant of the constant	Manuscrateffactors fixed in the acidest table in the science in function of the civiles.				
	8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To document materials and methods of construction of county buildings					
· ·			-, <b>,</b>	.3		
7. Record Ser	es Format(s) List all		B. Record Series Ser	quence .	9. Volume	
						□ File.Drawer(s)
■ Letter Size	ם Microfilm		□ Alphabetical			□ Microfilm Reel(s)
□ Legal Size	□ Computer Tape		□ Numerical		Number	Computer Tape(s)
		1 Numerical			Numer	Other (specify)
□ Audlo Tape	□ Floppy Disk	<ul> <li>Chronological</li> </ul>				
□ Bound Boo	k di Video Tapé	□ Geographical			10. Annual A	ccumulation  □ File Drawer(s)
Other (spe	clfy)	Other (specify)		i		
			Keyword Lookup			Microfilm Reel(s)
					Number	Computer Tape(s)
						□ `Other (specify)
11. File is	Used			12. File-Becames	s Inactive After	
ti Daily	□ Weekly □ Monthly ■ Annual	hy		Indefinite	ly .	∕lonth(s) □. Year(s)
				Number		
<del></del>						
13. Current L	ocation(s) (Bidg., Floor, Room)  Management Office			14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)
				□ Yes	•	No
15. Acces	s Restrictions (If Yes, cite Law(s) & Regulation(s)			16 Audit Regulas	amente	
				16. Audir Requirements		
□ Ye	s ■ No			■ None	□ State	□ Federal ■ Independent
17. Is an I	ndex System used? If yes, explain briefly and describe req	ilrements		18. Recommend		
п -Y	es ■ No					until after project is completed,
				preservati		Archives for permanent
				procervati	~ i,i.	
19 Name	d Title of Preparer		20. Telephone Numb	ner	21. Date	
io. (Notic dill	Scott Mesneak		20. Telephone Numb		zi. Date	9/10/2010
	IT & Records Retention Director		710-99	0-0200		0/10/2010

4. Record Series Title  Elevator Certificates  6. Record Series Description (Briefly describe the types of information/describe the types of information the type types of information the type type type type type type type typ	7275 Waterloo Ri Jessup, Mar 410-75 2. Division ted records normally filed a	GEMENT DIVISION pad, P.O. Box 275 yland 20794 19-1930 and used as a unit fo	3. Unit  2. Treference as well as retention and disposition purposes.  Earliest Year/Latest Year  2009 to 2010
To ensure the proper operation of elevators  7. Record Series Format(s) List all	B Books Sades Co	Quence	Values
■ Letter Size □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape □ Other (specify)	Alphabetical     Numerical     Chronological     Geographical     Cther (specify     Keyword	δ I Lookup	D File.Drawer(s)  D Microfilm Reel(s)  Computer Tape(s)  Number  D Other (specify)  D Annual Accumulation  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Number  Computer Tape(s)
□ Daily □ Weekly □ Monthly ■ Annua  13. Current Location(s) (Bldg., Floor, Room)  Facilities Management Office  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  □ Yes ■ No  17. Is an Index System used? If yes, explain briefly and describe rec		g Yes	State
19. Name and Title of Preparer  Scott Mesneak IT & Records Retention Director			copy for one (1) year then destroy.  1. Date 9/10/2010

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	Page 1 of 1			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Facilities Mar	nagement				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITL	E ·		5 EARLIEST YEAR/LATEST YEAR			
Emails Used to Track Equipment P	Problems		<sub>TO</sub> 2010			
6 INPUT - Identify source of information	to be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DES		fly describe the information	/documents/forms purpose and function of the system.			
Emails that track problems with eq		anioa in a conoc. Include p	surpose and tanonement the system.			
9 POLICY ON ACCESS AND USE - EX	plain or attach copy	if established in writing.				
Administration, Department Heads with the "need to know" will have (r			cess. Managers and employees			
10 UPDATING CYCLES OR CONDITION						
Update's are not allowed on the ori	ginal document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MED ensure the record's retention and usable controls.	IA OF THE MAIN E	LECTRONIC DATA FILE	Explain the progression established to			
Cecil County Government Adminis		record a damonized me cyc	iic.			
Record is available until the dispos	~	n record is purged.				
12 RECOMMENDED RETENTION						
Retain electronic files until County ha		<u> </u>				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DAȚE			
Scott Mesneak	410	)-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention	n Director					
DGS 550-6						

4. Record Series Title	RECORDS MANA 7275 Waterloo Ro Jessup, Mai 410-75		AGENCY RECORDS INVENTORY  PAGE1 of1  3. Unit  ference as well as retention and disposition purposes. ext Year/Latest Year
Fire Alarm Annual Inspection Reports  B. Record Series Description (Briefly describe the types of information/do  To document proper operation on fire alarm			006_ to
7. Record Series Format(s) List all  Letter Size	8. Record Series Se  □ Álphabetical □ Numerical □ Chronologica □ Geographical ■ Other (specific Keyword)	Numbe	File Drawer(s)   Mcrofilm Reek(s)   Computer Tape(s)   Other (specify)     Other (specify)     File Drawer(s)     Microfilm Reel(s)     Computer Tape(s)     Computer Tape(s)
11. File is Used  Dally Weekly Monthly Annua  13. Current Location(s) (Bidg., Floor, Room)  Facilities Management Office  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes No  17. Is an Index System used? If yes, explain briefly and describe reg		18. Audit Requirements  None  State  18. Recommended Retent	After  Month(s) Year(s)  ed Elsewhere? (If yes, specify agency or office.)  No
19. Name and Title of Preparer  Scott Mesneak  IT & Records Retention Director	20. Telephone Num 410-99	21. Da	9/10/2010

Instructions -Type or Print a separate fo	rm for DEF	PARTMENT OF G	SENERAL SERV	ICES:	AGENCY RECORDS INVENTORY	
each new or revised record series. For	1 1	RECORDS MANAGEMENT DIVIS				
with Records Retention Schedule (DGS	550-1)	7275 Waterloo Road, P.O. Box			PAGE 1 OF 1	
		Jessup, Maryland 20794 410-799-1930				
Department/Agency	2. Division				3. Unit	
Facilities Management						
	up of related records	s normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.	
4. Record Series Title Fire Extinguisher Annual Inspection	Reports				ear/Latest Year	
	,			2010	<u>) to 2010 </u>	
	es of information/documents/forms found in the series. Include the purpose or function of the series.)				:S.)·	
To document proper operation on fir	e exunguishers					
7. Record Series Format(s) List all		8. Record Series Se	quence.	9: Volume	D. File Demonth	
	; ;				□ File Drawer(s)	
■ Letter Size '□ Mcrofilm		□ Álphabetical			□ Microfilm Reek(s)	
□ Legal Size □ Computer Tape	•	<ul> <li>Numerical</li> </ul>		Number	□ Computer Tape(s)	
🗆 Audio Tape 💢 Floppy Disk		<ul> <li>Chronological</li> </ul>			Other (specify)	
🗆 Bound Book 😊 Video Tape	•	.ti Geographical		10. Annual À	ccumulation	
□ Other (specify)		Other (specify	ń		□ File Drawer(s)	
	! !	Keyword			□ Microfilm Reel(s)	
					Computer Tape(s)	
	<u> </u>			Number	ロ <sup>*</sup> Other (specify)	
11. File Is Used		<u> </u>	12. File Beçome	s Inactive After		
□ Daily □ Weekly. □ Monthly	■ Annually		Month(s) Yéar(s)		fonth(s)' 👜 Yéar(s)	
		Number				
13. Current Location(s) (Bldg., Floor, Room)			14 le Remit Sarie	- Dunileated Fire	cushers? (If you exactly appear as office)	
Facilities Management Office			U Yes	ries Duplicated Elsewhere? (If yes. specify agency or office.)		
			u ies	•	No .	
15. Access Restrictions (If Yes, cite Law(s) & Regulation	on(s)		16. Audit Require	16. Audit Regulrements		
ti Yes ■ No			□ None	□ State	□ Federal ■ Independent	
17. Is an Index System used? If yes, explain briefly an	d describe requirements		18. Recommend	ed Retention		
□ Yes ■ No			Retain ha	rd copy	for five (5) years then destroy	
19. Name and Title of Preparer		20. Telephone Numi	ner.	2.1. Date		
Scott Mesneak		410-99		Data	9/10/2010	
IT & Records Retention E	Director					

Instruction	s -Type or Print a separate form for	DEPARTMENT OF GENERAL SI			ICFS:	AGENCY RECORDS INVENTORY		
1	or revised record series. Forward		CORDS MANAG					
with Record	ds Retention Schedule (DGS 550-1)	72	275 Waterloo Ro		'5	PAGE 1 OF 1		
			Jessup, Mary					
1. Department/A	1	2. Division				3. Unit		
Facilities	Management							
		ed records	normally filed ar	nd used as a uni		l nce as well as retention and disposition purposes.		
4. Record Series	s Title ression System Annual Inspection F	Reports			5. Earliest Year/Latest Year			
					2000	8_10 2010		
	6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  o document proper operation on fire suppression systems.							
10 docum	stit bioher oberation on the aubbie	SSION Syst	reius					
	.							
7. Record Series	s Format(s) List all	8. Record Series Sequen		quence	9. Volume	C. Cita Desugar(a)		
			•			File.Drawer(s)		
■ Letter Size	'µ Mcrofilm	□ Älphabetical				Microfilm Reek(s)		
□ Legal Size	□ Computer Tape	□ Numerical			Number	□ Computer Tape(s)		
🗆 Audio Tape	□ Floppy Disk	<ul> <li>Chronological</li> </ul>				Other (specify)		
a Bound Book	□ Video Tapė.		☐ Geographical		10. Annual A	Accumulation		
D Other (specif	fv)		■ Other (specify)			File Drawer(s)		
		, 1	Keyword			□ Microfikn Reel(s)		
	1					Computer Tape(s)		
					Number	Other (specify)		
11. File is U	sed			12. File Become	s Inactive After			
□ Ďaily,	☐ Weekly ☐ Monthly ■ Annual	ly		5 In Month(s) The Year(s)				
	·	! ! !		Number				
13. Current Loc	cation(s) (Bldg., Floor, Room)	1		14 le Demrd Serie	- Displicated El			
	Management Office	<u> </u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
				□ Yes ■ No				
15. Access	Restrictions (If Yes, cite Law(s) & Regulation(s)	t t		16. Audit Requirements				
□ Yes	■ No	!		□ None □ State □ Federal ■ Independent				
		1						
17. Is an Ind	dex. System used? If yes, explain briefly and describe requ	n briefly and describe requirements			18. Recommended Retention			
□ Yes	ž ■ No			Retain hard copy for five (5) years then destroy				
		1						
10 Name and 1	The de Dunnan		20' Zetechana Numi		2: Date			
19. Name and a	Title of Preparer Scott Mesneak		20. Telephone Numb		21. Date	9/10/2010		
	IT & Records Retention Director		410-00	0-0200		0710/2010		
						·		

Instructions	s –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			ICES	AGENCY RECORDS INVENTORY
1	or revised record series. Forward			SEMENT DIVISION		·
with Record	ds Retention Schedule (DGS 550-1)	7:	275 Waterloo R	oad, P.O. Box 27	'5	PAGE 1 OF 1
	1			ryland 20794		VI
Department/A	agency	2. Division	4 10-79	99-1930		3. Unit
	Management	1				
1		<u> </u>				
DEFINITION  4. Record Series		ed records	normally filed ar	nd used as a uni		nce as well as retention and disposition purposes.
1	afety Data Sheets				2007 <sub>to</sub> 2010	
1	Description (Briefly describe the types of information/doc			lude the purpose or func	tion of the serie	rs.)
To docume	ent safety measures for chemicals	and other	materiais			
	; ! !					
	İ					
7 Record Spries	Format(s) List all		B. Record Series Ser		0: Valume	
r. Neumu ognes	romat(s) List all	, ]	b. Metura Series Sur	quence. 9: Volume		D File Drawer(s)
						□ Mcrofilm Reel(s)
■ Letter Size	'□ Microfilm		□ Àlphabetical			
□ Legal Size	☐ Computer Tape	☐ Numerical			Number	□ Computer Tape(s)
□ Audio Tape	□ Floppy Disk		<ul><li>Chronological</li></ul>			Other (specify)
		i				
□ Bound Book	□ Video Tape.	, J	□ Geographical		10. Annual À	ccumulation  :: File Drawer(s)
Other (specify	0	; J	■ Other (specify			□` Microfilm Reel(s)
	ļ	!	Keyword	l Lookup.		
		i			Number	Computer Tape(s)
		) 				Other (specify)
11. File is Us	.ed	<u> </u>		12. File-Becomes	s Inactive After	
□ Ďaliy	<b>m</b> Weekiy □ Monthly □ Annuait	ty		ll .		Month(s) D. Year(s)
	j I			Number		
13. Current Loca				14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)
Facilities ivi	lanagement Office			□ Yes		No
		<u> </u>				
15. Access R	Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ements	
□ Yes	■ No		ļ	D None	■ State	■ Federal □ Independent
		1	1			
17. Is an Inde	ex System used? If yes, explain briefly and describe requ	irements		18. Recommende	ed Retention	
□ Yes	. ■ No.			Continuo	ıs Recc	ord. Maintain as a perpetual file by
			1			mended or revised and destroying
				obsolete r		
		!				
19. Name and Ti	ide of Preparer	20. Telephone Numb		ber.	21. Date	
j ,	Scott Mesneak	410-996		6-5205		9/10/2010
	T & Records Retention Director					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency Facilities Management  DEFINITION - RECORD SERIES: A group of related A. Record Series Title Security Event Logs  6. Record Series Description (Briefly describe the types of information/or To document events at the Courthouse and	5. Ear currents/forms found in the series. Include the purpose or function of the			ear/Latest Year			
7. Record Series Format(s) List all 8. Record Series Sequence 9: Volume							
■ Letter Size. □ Microfilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape □ Other (specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical ■ Other (specify Keyword	ò	Number  10: Annual Å	D File Drawer(s)  D Mcrofilm Reel(s)  Computer Tape(s)  Other (specify)  Countilation  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)			
11. File is Üsed □ Daily, ■Weekly, □ Monthly, □ Annua	ily	12. File-Becomes  20  Number		Aonth(s) <b>a</b> Year(s)			
Current Location(s) (Bldg., Floor, Room)  Facilities Management Office      Access Restrictions (If Yes, cite Law(s) & Regulation(s)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  D Yes  No  16. Audit Regultements						
□ Yes ■ No  17. Is an Index .System used? If yes, explain briefly and describe req □ Yes ■ No	□ None ■ State ■ Federal □ Independent  19. Recommended Retention  Retain hard copy for twenty (20) years then destroy.						
19. Name and Title of Preparer  Scott Mesneak  IT & Records Retention Director	20: Telephone Num 410-99	21. Date 96-5205		9/10/2010			

